

U.S. Bankruptcy Court
Western District of Wisconsin

**CM/ECF Filing Guide
for Attorneys**

(Revised February 27, 2002)

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Chapter 7			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Voluntary Petition	Bankruptcy > Open BK Case	<ul style="list-style-type: none"> Husband is entered as “Debtor,” wife is entered as “Joint Debtor” For receipt number enter “cc” (payment by credit card) 	
Set 341 Meeting/Appoint Judge/Appoint Trustee	Bankruptcy > Judge/Trustee Assign	<ul style="list-style-type: none"> This event will assign the Judge, assign the Trustee, and set the 341 meeting for Chapter 7 cases only 	
Upload Creditors	Bankruptcy > Creditor Maintenance > Upload Creditors	<ul style="list-style-type: none"> Creditor Matrix must be in .txt format 	
Amended Petition	Bankruptcy > Miscellaneous > Amended Voluntary Petition	<ul style="list-style-type: none"> Refer to Petition 	

Amended Matrix	Bankruptcy > Miscellaneous > Amended Matrix (adding, modifying, deleting creditors)	<ul style="list-style-type: none"> • Clerk's office will add new creditors to matrix 	
Change of Address	Bankruptcy > Miscellaneous > Change of Address	<ul style="list-style-type: none"> • Add name of party and address change in text box 	
Schedules and Statement of Affairs	Bankruptcy > Miscellaneous > select appropriate documents such as Schedules A-J; Statement of Affairs; Statement of Intent	<ul style="list-style-type: none"> • CTRL and Click to select multiply documents • May be necessary to modify text to add all documents filed • Satisfy deadline 	

Amendments to Schedules	<p>Bankruptcy > Miscellaneous > Amended Schedules (No filing fee required)</p> <p>OR</p> <p>Bankruptcy > Miscellaneous > Amended Schedules Adding Creditors on Schedule D, E and or F (filing fee required)</p>	<ul style="list-style-type: none"> • Enter which schedule you are amending when prompted (<i>e.g.</i>, C) • Enter which schedule you are amending when prompted (<i>e.g.</i>, F) • For receipt number enter “cc” (payment by credit card) 	
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Reaffirmation Agreement	Bankruptcy > Miscellaneous > Reaffirmation Agreement OR Bankruptcy > Miscellaneous > Reaffirmation Agreement with attorney declaration	<ul style="list-style-type: none"> Enter creditor, or when electronically filed by a creditor, enter debtor in text box 	
Attorney Declaration Re: Reaffirmation Agreement (when filed after the Reaffirmation Agreement was filed)	Bankruptcy > Miscellaneous > Attorney Declaration	<ul style="list-style-type: none"> Refer to Reaffirmation 	
Notice of Appearance and Request for Notice	Bankruptcy > Miscellaneous > Notice of Appearance and Request for Notice	<ul style="list-style-type: none"> Select party from list or Add/create new party Clerk's office will add attorney's name and address to mailing matrix 	

Creditor's Request for Notice	Bankruptcy > Miscellaneous > Creditor's Request for Notice	<ul style="list-style-type: none"> Clerk's office will add attorney's name and address to mailing matrix 	
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Chapter 11			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Voluntary Petition	Bankruptcy > Open BK Case	<ul style="list-style-type: none"> Husband is entered as “Debtor,” wife is entered as “Joint Debtor” Assets will always be yes For receipt number enter “cc” (payment by credit card) Clerk’s office will assign Judge, schedule 341 meeting, and send notice to all creditors 	
Operating Reports	Bankruptcy > Miscellaneous > Operating Report	<ul style="list-style-type: none"> Enter filing period (<i>e.g.</i>, October 1, 2001 to October 30, 2001) 	
Application to Employ Attorney for Debtor	Bankruptcy > Motions/Applications > Employ	<ul style="list-style-type: none"> Select Debtor as filer Enter person to be employed and position (<i>e.g.</i>, Attorney for Debtor) when prompted 	.

Application for Compensation by Attorney for Debtor	Bankruptcy > Motions/Applications > Compensation	<ul style="list-style-type: none"> • Enter type as Debtor's Attorney • Check as filer • Enter dates from when, to when • Enter fees requested and expenses requested (<i>e.g.</i>, 2000.00 and 125.00) • Skip second applicant if present on screen 	
Motion to Extend Time to File Plan	Bankruptcy > Motion/Applications > Extend Exclusivity Period (or) Extend Time	<ul style="list-style-type: none"> • Enter Plan and Disclosure due date in text box (<i>e.g.</i>, to January 10, 2002) 	
Disclosure Statement	Bankruptcy > Plan > Disclosure Statement	<ul style="list-style-type: none"> • Satisfy Disclosure Statement due date 	
Plan	Bankruptcy > Plan > Chapter 11 Plan	<ul style="list-style-type: none"> • Satisfy Plan due date 	
Amended Disclosure Statement	Bankruptcy > Plan > Amended Disclosure Statement	<ul style="list-style-type: none"> • Refer to Disclosure Statement 	

Amended Plan	Bankruptcy > Plan > Amended Chapter 11 Plan	<ul style="list-style-type: none"> Refer to Plan 	
Notice of Disclosure Statement	Bankruptcy > Notices > Notice of Hearing on Disclosure Statement in Chapter 11	<ul style="list-style-type: none"> Refer to Disclosure Statement Add hearing date and time in text box 	
Objection to Disclosure Statement	Bankruptcy > Plan > Objection to Disclosure Statement	<ul style="list-style-type: none"> Refer to Disclosure Statement 	
Notice of Confirmation Hearing	Bankruptcy > Notices > Notice of Confirmation Hearing	<ul style="list-style-type: none"> Refer to Plan Add hearing date and time in text box 	
Objection to Confirmation of Plan	Bankruptcy > Plan > Objection to Confirmation	<ul style="list-style-type: none"> Refer to Plan 	
Ballot Report	Bankruptcy > Plan > Ballot Summary		

1129 Affidavit of Compliance	Bankruptcy > Plan > Affidavit in Compliance with Section 1129	<ul style="list-style-type: none"> Refer to Plan 	
Notice of Entry of Order	Bankruptcy > Notices > Notice of Entry of Order	<ul style="list-style-type: none"> Refer to Order 	
Court Costs Paid	Bankruptcy > Miscellaneous > Court Costs Paid	<ul style="list-style-type: none"> For receipt number enter “cc” (payment by credit card) and amount paid Refer to Notice of Court Costs Due 	
Application for Final Decree	Bankruptcy > Motions/Application > Final Decree		
Chapter 11 Final Report	Bankruptcy > Miscellaneous > Chapter 11 Final Report	<ul style="list-style-type: none"> Refer to Plan 	

Chapter 12			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Summary or Cash Receipts and Cash Disbursements	Bankruptcy Miscellaneous > Operating Report	<ul style="list-style-type: none"> Enter filing period (<i>e.g.</i>, October 1, 2001 to October 30, 2001) 	
Notice to Convert Case to Chapter 7	Bankruptcy > Notices > Notice to Convert Case to 7	<ul style="list-style-type: none"> For receipt number enter “cc” (payment by credit card) Change Chapter to 7 Change Asset to N Enter Date Converted (today’s date) Terminate Pending Deadlines (if appropriate) 	
Motion for Valuation	Bankruptcy > Motions/Applications > Valuation		
Chapter 12 Plan	Bankruptcy > Plan > Chapter 12 Plan	<ul style="list-style-type: none"> Satisfy Plan due date 	

Chapter 12 Summary	Bankruptcy > Plan > Chapter 12 Summary	<ul style="list-style-type: none"> Refer to Plan 	
Chapter 12 Supplement	Bankruptcy > Plan > Chapter 12 Supplement	<ul style="list-style-type: none"> Refer to Plan 	
Liquidation Analysis	Bankruptcy > Plan > Liquidation Analysis	<ul style="list-style-type: none"> Refer to Plan 	
Chapter 12 Amended Plan	Bankruptcy > Plan > Amended Plan	<ul style="list-style-type: none"> Refer to Plan 	
Notice of Confirmation Hearing (filed by attorney)	Bankruptcy > Notices > Notice of Confirmation Hearing	<ul style="list-style-type: none"> Refer to Plan Enter hearing date and time in text box 	
Objection to Confirmation of Plan	Bankruptcy > Plan > Objection to Confirmation	<ul style="list-style-type: none"> Refer to Plan 	

Chapter 13			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Voluntary Petition	Bankruptcy > Open BK Case	<ul style="list-style-type: none"> Husband is entered as “Debtor,” wife is entered as “Joint Debtor” Assets will always be yes For receipt number enter “cc” (payment by credit card) 	
Notice to Convert to Chapter 7	Bankruptcy > Notices > Notice to Convert Case to 7	<ul style="list-style-type: none"> For receipt number enter “cc” (payment by credit card) Change Chapter to 7 Change Asset to N Enter Date Converted (today’s date) Terminate Pending Deadlines (if appropriate) 	
Chapter 13 Plan	Bankruptcy > Plan > Chapter 13 Plan	<ul style="list-style-type: none"> Satisfy Plan due date 	
Chapter 13 Amended Plan	Bankruptcy > Plan > Amended Chapter 13 Plan	<ul style="list-style-type: none"> Refer to Plan 	

Notice of Confirmation Hearing	Bankruptcy > Notices > Notice of Confirmation Hearing	<ul style="list-style-type: none"> • Refer to Plan • Enter hearing date and time in text box 	
Objection to Confirmation of Plan	Bankruptcy > Plan > Objection to Confirmation of Plan	<ul style="list-style-type: none"> • Refer to Plan 	

Motions/Applications			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Motion/Application	Bankruptcy > Motions/Applications > select appropriate motion/application	<ul style="list-style-type: none"> Select party from list or Add/create new party If prompted for a receipt number, enter “cc” (payment by credit card) 	
Proposed Order	Bankruptcy > Miscellaneous > Proposed Order	<ul style="list-style-type: none"> Refer to Motion Set date order to be signed on (3 days after last day to object or five working days after order is filed, whichever date is later) 	
Amended Motion/Application	Bankruptcy > Motions/Applications > Amended Motion or Amended Application	<ul style="list-style-type: none"> Refer to original Motion Enter title of original Motion/Application in text box 	

Notice of Motion/Application	Bankruptcy > Notices > Notice of Motion or Notice of Application	<ul style="list-style-type: none"> • Refer to Motion/Application • Enter title of related Motion/Application in text box 	
Affidavit in Support	Bankruptcy > Miscellaneous > Affidavit	<ul style="list-style-type: none"> • Refer to Motion • Enter name in first text box • Enter title of related document in second text box 	
Support Memorandum	Bankruptcy > Miscellaneous > Brief/Memorandum	<ul style="list-style-type: none"> • Refer to Motion • Enter “Support of <u>title of document</u>” or “Opposition to <u>title of document</u>” when prompted 	
Certification Regarding Request for Emergency Hearing	Bankruptcy > Miscellaneous > Certification re: Request for Emergency Hearing	<ul style="list-style-type: none"> • Refer to Motion • Enter title of related Motion in text 	
Proof of Service	Bankruptcy > Miscellaneous > Proof of Service	<ul style="list-style-type: none"> • Refer to all documents sent (Select multiple categories by holding down the <i>Ctrl</i> key and click on the categories in the list) 	

Objections/Hearings			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Objection to Motion	Bankruptcy > Answer (Invol. Or 304)/ General Objection/Responses/Replies > Reference an Existing Motion	<ul style="list-style-type: none"> • Select party from list or Add/create new party • Select Objection from drop down list • Refer to Motion • Enter title of document objected in text box 	
Notice of Hearing	Bankruptcy > Notices > Notice of Hearing	<ul style="list-style-type: none"> • Refer to Motion • Enter title of related document, hearing date, and hearing time in text box 	
Pre-Hearing Papers (Statement of the Case, List of Exhibits, List of Witnesses)	Bankruptcy > Miscellaneous > Statement of the Case, List of Exhibits and List of Witnesses	<ul style="list-style-type: none"> • Refer to Motion • Enter title of related document in text 	

Briefing Schedule (letter)	Bankruptcy > Miscellaneous > Letter	<ul style="list-style-type: none"> • Refer to Motion/Application • Add information in text box (<i>e.g.</i>, setting briefing schedule re: Motion to Dismiss Case) 	
Withdrawal of Document	Bankruptcy > Miscellaneous > Withdrawal of Document	<ul style="list-style-type: none"> • Refer to document being withdrawn • Enter title of document being withdrawn in text box (<i>e.g.</i>, Objection to Motion for Relief from Stay) • When the withdrawal removes a hearing from the calendar, also note in text box to remove from calendar (<i>e.g.</i>, Objection to Motion for Relief from Stay. Remove from Judge's calendar) 	

Stipulation	Bankruptcy > Motions/Applications > Stipulation	<ul style="list-style-type: none"> • Enter with whom in text box • Refer to Motion if applicable • Enter title of related document in text box (<i>e.g.</i>, Re: Motion for Relief from Stay) • When the Stipulation removes a hearing from the calendar, also note in text box to remove from calendar (<i>e.g.</i>, Re: Motion for Relief from Stay. Remove from Judge's calendar) 	
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Claims			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Docket Claim	Bankruptcy > File Claims	<ul style="list-style-type: none"> • On <i>Search for Creditor</i> screen, enter name of creditor for who the proof of claim is being filed; leave type as creditor; click <i>next</i> • If creditor appears on screen, select creditor and click next; if creditor does not appear, contact the Court? • Enter the following: <ul style="list-style-type: none"> • Amends Claim # • Duplicates Claim # • Filed By: • Late • Amount Claimed • Description • Remarks 	

Objection to Claim	Bankruptcy > Motions/Applications > Objection to Claim	<ul style="list-style-type: none"> • Enter Claim # when prompted • Enter name of creditor in text box • Docket each objection separately 	
Notice of Objection to Claim	Bankruptcy > Claim Actions > Notice of Objection to Claim	<ul style="list-style-type: none"> • Enter last day to object (defaults to 30 days; modify if necessary) • Refer to Objection to Claim • Enter name of creditor in text box 	
Affidavit in Support of Objection to Claim	Bankruptcy > Claim Actions > Affidavit in Support of Objection to Claims	<ul style="list-style-type: none"> • Refer to Objection to Claim (motion) • Enter name of creditor in text box 	

Withdrawal of Claim	Bankruptcy > Claim Actions > Expungement/With drawal of Claim	<ul style="list-style-type: none"> • Enter Claim # when prompted • Add name of creditor in text box 	
Letter Satisfying Claim	Bankruptcy > Claim Actions > Letter Satisfying Claim	<ul style="list-style-type: none"> • Enter Claim # when prompted • Add name of creditor in text box 	
Assign/Transfer Claim	Bankruptcy > Claim Actions > Assignment/Transf er of Claim	<ul style="list-style-type: none"> • Select appropriate radio button (type of transfer) • Enter Transferred To: • Enter Transferred From: • Enter Claim Number: • Enter Claim Amount: • Do NOT refer to existing document 	
Notice of Assignment/Transfer of Claim	Bankruptcy > Claim Actions > Notice of Assignment/Transf er of Claim	<ul style="list-style-type: none"> • Enter last day to file objection • Refer to Assignment/Transfer of Claim 	

Objection to Transfer of Claim	Bankruptcy > Claim Actions > Objection to Transfer of Claim	<ul style="list-style-type: none"> Refer to Transfer of Claim 	
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Adversary			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Adversary Complaint	Adversary > Open an Adversary/Misc Case	<ul style="list-style-type: none"> • Enter Plaintiff(s) • Enter Attorney for Plaintiff • Enter Defendants(s) • Enter Attorney for Defendant(s) if known • Select only one nature of suit • ALWAYS select 424 (727 objection to discharge) if it is one of the suites • Enter demand to the nearest thousand - Example: enter 5 for \$5,000 • Enter lead case 	
Proof of Service	Adversary > Miscellaneous > Proof of Service	<ul style="list-style-type: none"> • Refer to appropriate documents 	

Amended Complaint	Adversary > Complaint, counterclaim, Notice of Removal, etc... > Amended Complaint	<ul style="list-style-type: none"> • Select against whom when prompted • Enter nature of suite in text box 	
Answer	Adversary > Answers/Objections > Complaint, 3rd Cross, Counter	<ul style="list-style-type: none"> • Select the defendant(s) for whom this answer is being filed 	
Motion/Application	Adversary > Motions	<ul style="list-style-type: none"> • Clerk's office will contact you to schedule a hearing/telephone conference 	
Notice of Motion	Adversary > Notices > Notice of Filing	<ul style="list-style-type: none"> • Refer to Motion 	
Notice of Hearing	Adversary > Notices > Notice of Hearing	<ul style="list-style-type: none"> • Refer to Motion • Add title of related document, hearing date, and hearing time in text box 	

Withdrawal of Document	Adversary > Miscellaneous > Withdrawal of Document	<ul style="list-style-type: none"> • Refer to document being withdrawn • Enter title of document being withdrawn in text box (<i>e.g.</i>, Motion to Compel) • When the withdrawal removes a hearing from the calendar, also note in text box to remove from calendar (<i>e.g.</i>, Motion to Compel. Remove from Judge's calendar) 	
Motion for Default Judgment	Adversary > Motions > Default Judgment	<ul style="list-style-type: none"> • Clerk's office will contact you to schedule a hearing/telephone conference 	
(Joint) Pretrial Statement	Adversary > Miscellaneous > Pretrial Statement of the Case	<ul style="list-style-type: none"> • Refer to Complaint 	
Pre-Trial Papers (Statement of Case, List of Exhibits, List of Witnesses)	Adversary > Miscellaneous > Statement of Case, List of Exhibits, List of Witnesses	<ul style="list-style-type: none"> • Ctrl and click to select multiple entries • Refer to Complaint 	

Brief/Memorandum	Adversary > Miscellaneous Events > Brief/Memorandum	<ul style="list-style-type: none"> • Refer to Complaint • Add “Support of Complaint” or “Opposition to Complaint” 	
Stipulation	Adversary > Motions > Stipulation	<ul style="list-style-type: none"> • Add with whom • Refer to Complaint/Motion if applicable • Enter title of related document in text box (<i>e.g.</i>, to Dismiss Complaint) • When the Stipulation removes a hearing from the calendar, also note in text box to remove from calendar (<i>e.g.</i>, to Dismiss Complaint. Remove from Judge’s calendar) 	
Notice of Entry of Judgment	Adversary > Notices > Notice of Entry of Judgment	<ul style="list-style-type: none"> • Refer to Judgment 	

Appeals			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Motion for Leave to Appeal	Bankruptcy > Motions/Applications > Motion for Leave to Appeal		
Notice of Appeal	Bankruptcy > Appeal > Notice of Appeal	<ul style="list-style-type: none"> Refer to Order being appealed and related Motion For receipt number enter “cc” (payment by credit card) 	
Appeal Information Sheet	Bankruptcy > Appeal > U.S. District Court Appeal Information Sheet	<ul style="list-style-type: none"> Refer to Notice of Appeal 	
Motion for Stay Pending Appeal	Bankruptcy > Motion/Application > Stay Pending Appeal	<ul style="list-style-type: none"> Refer to Notice of Appeal 	

Appellant Designation	Bankruptcy > Appeal > Appellant Designation	<ul style="list-style-type: none"> • Refer to Notice of Appeal • Satisfy Appellant Designation due date 	
Appellee Designation	Bankruptcy > Appeal > Appellee Designation	<ul style="list-style-type: none"> • Refer to Notice of Appeal • Satisfy Appellee Designation due date 	
Statement of Issues on Appeal	Bankruptcy > Appeal > Statement of Issues on Appeal	<ul style="list-style-type: none"> • Refer to Notice of Appeal 	
Request for Transcript	Bankruptcy > Appeal > Request for Transcript	<ul style="list-style-type: none"> • Refer to Notice of Appeal 	
Transcript	Bankruptcy > Miscellaneous > Transcript	<ul style="list-style-type: none"> • Refer to Motion, PM, and Notice of Appeal 	
Motion to Enlarge Record	Bankruptcy > Motions/Application > Enlarge Record on Appeal	<ul style="list-style-type: none"> • Refer to Notice of Appeal 	

Additional Designation of Contents for Inclusion in Record on Appeal	Bankruptcy > Appeal > Additional Designation of Contents for Inclusion in Record on Appeal	<ul style="list-style-type: none"> Refer to Notice of Appeal 	
Addendum to Record on Appeal (Transmittal)	Bankruptcy > Appeal > Addendum to Record on Appeal	<ul style="list-style-type: none"> Refer to Notice of Appeal 	

Involuntary			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Involuntary Petition	Bankruptcy > Open of BK Case	<ul style="list-style-type: none"> • Enter Petitioning Creditor first • Add Attorney for Petitioning Creditor • Enter statistical information (change Voluntary to Involuntary) • Select the event • Enter name of alleged debtor to text 	<ul style="list-style-type: none"> • Attorney - Does not allow filer to modify text to include name of alleged debtor.
Involuntary Petition - Add Party	Bankruptcy > Miscellaneous > Involuntary Petition-Add Party	<ul style="list-style-type: none"> • Add alleged debtor • Add all petitioning creditors 	
Answer	Bankruptcy > Answer (Invol. or 304) ... > Other Answers (Invol. Or 304) > Involuntary Answer	<ul style="list-style-type: none"> • Refer to Summons • Refer to Involuntary Petition 	

Motion to Appoint Interim Trustee	Bankruptcy > Motions/Applications > Appoint Trustee		
Pretrial Statement of Case	Bankruptcy > Miscellaneous > Pretrial Statement of the Case	<ul style="list-style-type: none"> Refer to Involuntary Petition 	
Consent to Order for Relief	Bankruptcy Miscellaneous > Consent to Order for Relief	<ul style="list-style-type: none"> Refer to Involuntary Petition 	

Utilities/Reports			
Document/Task:	Select:	Notes:	Modification Requests/Procedural Questions
Change Password	Utilities > Maintain Your ECF Account	<ul style="list-style-type: none"> • Call automation staff: (608) 264-5178 ext. 5730 or (715) 839-2980 ext. 113 	
To receive e-mail notification of filings in additional cases	Utilities > Maintain Your ECF Account	<ul style="list-style-type: none"> • Click on <i>Email information</i> on the bottom of the screen • Check the box <i>Send notices in these additional cases</i> • Enter case number(s) e.g., 02-10300 enter between case numbers • Click on <i>Return to Account screen</i> • Click on <i>Submit</i> • Click on <i>Submit</i> 	
View Your Transaction Log	Utilities > View Your Transaction Log	<ul style="list-style-type: none"> • Enter start date and end date 	

Creditor Mailing Matrix	Reports > Creditor Mailing Matrix or Utilities > Mailings	<ul style="list-style-type: none"> The 1-column file can be saved as a text file on your computer with the "File/Save As" browser option. The saved file can then be edited and printed on labels or you can use the cut and paste option. 	
Docket Report	Reports > Docket Report	<ul style="list-style-type: none"> Enter case number Select criteria for generating the report Click <i>Run Report</i> 	
Claims Register	Reports > Claims Register	<ul style="list-style-type: none"> Enter case number Click <i>Run Report</i> 	
Cases Report	Reports > Cases	<ul style="list-style-type: none"> Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list) Click <i>Run Report</i> 	
341 Meeting Calendar	Reports > Deadlines/Hearings/341 Calendars > Select 341 Meeting from Deadline/Hearing list	<ul style="list-style-type: none"> Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list) Click <i>Run Report</i> 	

Judge's Calendar	Reports > Calendar Events > Select All hearings from <i>Calendar</i> <i>Event</i> list	<ul style="list-style-type: none"> • Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list) • Click <i>Run Report</i> 	
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Help	
Screen:	Instructions for Court Users:
Joint filing with another attorney(s)	You will see this check box if you are an attorney. Check it if this is a joint filing. You will be able to select the attorney(s) on another screen.
Select the Party	Select the party that you represent from the list; Trustees will select themselves as trustee. If the party is not listed, select the <i>Add/Create New Party</i> button. For certain types of filings, you may also have the option of selecting a group of parties rather than individuals.

Add Party	<ol style="list-style-type: none"> 1. Search for the party. <ol style="list-style-type: none"> a. Begin by searching to see whether the party is already in the database. b. To search, enter the party's Social Security number or Tax ID, or all or part of the last or business name, and click the <i>Search</i> button. 2. Select a party already in the database or add a new one. <ol style="list-style-type: none"> a. If the party is already in the database, highlight the name on the party list, and click the <i>Select name from list</i> button. b. To add a new party to the database, click the <i>Create new party</i> button. In either instance, the <i>Party Information</i> screen will be displayed. 3. Enter the information about the party. <ol style="list-style-type: none"> a. For a party already in the database, fill in the party role and pro se fields, and enter party text if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., ABC Corporation, a subsidiary of XYZ International.) b. To change address information just for this case for a party already in the database, type over the existing address information. c. For a new party, fill in the name, address, party role, and pro se fields, and enter party text if needed. 4. Click <i>Submit</i> only after all attorneys and aliases have been added. <ol style="list-style-type: none"> a. If the case being opened is a joint petition, the search screen will be displayed for the joint debtor, with a check box to copy the first debtor's address information. b. If the case being opened is an adversary proceeding, or if a party is being added after the case has been opened, the search screen will be displayed for the next party. When the last party has been added, click the <i>End party selection</i> button.
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<p>The following attorney/party associations do not exist...</p>	<p>If you see these words: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case," you have selected an attorney and a party who were not previously associated. You may have checked the wrong person on the party list. If so, use the <i>Back</i> button to change the selection. If your selection was correct, check the box for each new party/attorney combination that should be established.</p>
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<p>Select the PDF document</p>	<p>Type in the file name of the PDF document containing the pleading you are filing; or click on the <i>Browse</i> button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf). If your filing has attachment(s) (<i>e.g.</i>, financing papers, exhibits, etc.), click <i>Yes</i> for "Attachments to Document." Click <i>Next</i> to see the attachments screen.</p> <ol style="list-style-type: none"> 1. Enter the PDF document that contains the attachment. <ol style="list-style-type: none"> a. Type in the file name of the PDF document containing the attachment you are filing; or click on the <i>Browse</i> button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf). b. If your filing has more attachments, first continue labeling this attachment following the instructions below. 2. At your option, select a document type and/or enter a description. <ol style="list-style-type: none"> a. If you press the down arrow to the right of the <i>Type</i> box, you see a list of available attachment types. Select the one you want by highlighting it. b. Description: Type a short description of your attachment. 3. Add the filename to the list box below. <ol style="list-style-type: none"> a. Add the attachment you have entered to this list by clicking the <i>Add to List</i> button. If you have made a mistake, highlight the mistaken attachment and click the <i>Remove from List</i> button. b. If you have more attachments, go back to Step 1. Continue until all your attachments are on this list. Click <i>Next</i> to continue.
<p>Does this refer to an existing document?</p>	<p>Check the box if you would like to relate this event to an earlier event in this case.</p>

<p>Notice of Electronic Filing</p>	<p>The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database. It certifies that this is now an official court document.</p> <ul style="list-style-type: none"> • Clicking on the case number hyperlink will present the docket report for this case. Note that you will be prompted for your PACER login and password. • Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge. Subsequent access to any Query or Report programs must go through the PACER system. Users must be registered with the PACER system to have a login and password. • Scroll down to see participants who have or have not registered for electronic noticing on this case. • To print a copy of this notice, click the browser <i>Print</i> icon. • To save a copy of this notice, click <i>File</i> on the browser menu bar and select <i>Save Frame As</i>.
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